

Assam Police Housing Corporation Limited

Rehabari, Guwahati -8, Assam

Email Id. – comcellaphc@gmail.com

No. : APHC/E/4-187/2020/70

Dated: 16/01/2026

Vacancy Announcement

Applications filled up in Prescribed Application Form, are invited from intending candidates for engagement on contractual basis for the post of Junior Accounts Assistants at ASSAM POLICE HOUSING CORPORATION LIMITED.

The applicants will have to appear for a walk in interview as and when intimated individually, at their own cost. No TA/DA shall be paid for the purpose. Candidates not having the requisite qualifications / eligibility are liable to be summarily rejected. Therefore, candidates are advised to ensure that they fulfill the prescribed eligibility norms before applying, details of which are available on the below-noted website. The Authority also reserves the right to accept or reject any application without assigning any reason thereof.

Sl. No.	Name of the Post	No. of Post
1	Junior Accounts Assistant	2 (two)

The applications in the prescribed application form along with other testimonials should be submitted on or before **05-02-2026** in the email id – comcellaphc@gmail.com and addressed to -

To
THE MANAGING DIRECTOR,
ASSAM POLICE HOUSING CORPORATION LIMITED,
REHABARI, GUWAHATI, ASSAM,
PIN 781008,

Note-

- Application received after the deadline as mentioned above will be rejected.
- Candidate will have to submit the application through email only.
- Application in hard copy will not be accepted.

Further details along with prescribed application form may be seen / downloaded from slprbassam.in
OR police.assam.gov.in.


Managing Director,
Assam Police House Corporation Ltd.
Rehabari, Guwahati – 08

**Recent Passport Size
Photograph**

Prescribed Application Form
(To be downloaded)

REHABARI, GUWAHATI, ASSAM, PIN 781008

Email Id – comcellaphc@gmail.com

Post applied for [*please put($\square$)mark against the post.*

Please read the instructions given below carefully:

While filling up the Application Form, an applicant is requested to note the following: -

- This application is a key part of the selection process. Fill each and every part of the Form carefully and completely. In case, any clause in the form is not applicable in your case, please write “Not Applicable” (NA) in the space provided.

FILL IN THE FOLLOWING IN CAPITAL LETTERS ONLY: -

1. Name of the applicant as recorded in HSLC or Equivalent Certificate:

[illegible]

2. Gender: Male ☐ Female ☐

3. Date of Birth(as recorded in HSLC or equivalent certificate):

Date Month Year

4. Complete Age as on (01-01-2026) Years.

5. Permanent Resident Certificate (PRC) issued in Assam issue number :

[illegible]

6. Employment Exchange Registration Number :

[illegible]

- ## 7. Caste

8. Name of Father:

[illegible]

9. Name of Mother:

[illegible]

10. Name of Spouse(if applicable):

[illegible]

11. Present Occupation, if any:

12. Educational Qualifications(HSLC/HS onwards):

Name of Examination	Name of School/College with full Address	Board/Council/ University	Year of Passing	Class/Div./ Grade
(HSLC or Equivalent)				
(Higher Secondary)				
(Graduation)				
(Post Graduation)				
(Other Qualification)				

13. Computer Proficiency(Yes/No):

14. Experience(Please give details thereof and use extra sheets, if necessary):

Name of Office/ Organization	Designation	Period of service rendered			Pay drawn per month
		From	To	Total period (YY-MM-DD)	

15. Language(s) Known:

16. Address for Correspondence:

Pin Code:

17. Permanent Address of the Applicant:

Pin Code:

Continued.....P3

18. Email ID:

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19. Mobile No.

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Alternate Mobile No.(if any)

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20. Additional work experience, if any

21. Applicant must enclose following documents along with their application form in pdf format in

the e-mail id – comcellaphc@gmail.com.

- i. Educational qualification with all supporting documents i.e. pass certificate, marksheet etc.
- ii. Work experience certificates.
- iii. Age proof certificate – HSLC / Class-X Examination Admit Card issued by a recognized Central/ State Board/ Council.
- iv. PRC issued in Assam for educational purpose.
- v. Employment Exchange Registration Certificate.
- vi. Caste Certificate

UNDERTAKING

1. I hereby declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications, computer proficiency etc. prescribed for admission to the recruitment.
2. I have enclosed photocopies of certificates in support of my claim for Educational Qualification / Computer Proficiency and Age.
3. I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.
4. I understand that in the event of any information being found suppressed / false or incorrect or ineligibility being detected before or after the recruitment, my candidature / appointment is liable to be cancelled forthwith.

Place:

Date:

Signature of the Applicant

NOTE:

APPLICANTS ARE ADVISED TO SUBMIT THE APPLICATION BEFORE THE CLOSING DATE

To
THE MANAGING DIRECTOR,
ASSAM POLICE HOUSING CORPORATION LIMITED,
REHABARI, GUWAHATI, ASSAM,
PIN 781008,

Terms of Reference for the post of Junior Accounts Assistant

1. **Name of the Post:** Junior Accounts Assistant
2. **Educational Qualification:**
 - a) Applicant must possess Bachelor's degree in Commerce stream from a govt. recognized University or Institute.
 - b) Should have good knowledge of MS Office applications, especially MS Excel etc.
3. **Age :** The candidate should not be less than 21 years of age and not more than 40 years of age as on 01/01/2026.

The upper age limit is relaxable:

- a) By 5 years for SC/ST candidate, i.e. upto 45 years
- b) By 3 years for OBC/MOBC candidate, i.e. upto 43 year

The age limit of the candidate will be calculated on the basis of the HSLC/Class-X Admit Card issued by a recognized Central/State Board/Council

4. **Eligibility Criteria:** The candidate must have registration in Employment Exchange of Assam and possess PRC issued in Assam for educational purpose as a proof of residency.
5. **Minimum 1 (one) year experience** in doing office works as Assistant Accountants/ Assistant Auditor/ Officer etc., in any reputed firm/ company or other offices will be preferred.
6. **Duty Station:** Guwahati, Assam
7. **Duration of the Contractual appointment:**
 - a. The appointment will initially be for a period of 1 (one) year, subject to annual renewal.
 - b. The appointment will be purely on a contractual basis and the candidate would not be entitled to any claims, rights, interests or further benefits in terms of regularization or continuation of further appointment to the said post or any other post at APHCL.
 - c. The services of the candidate shall stand automatically terminated at the expiry of the contractual appointment period subject to further renewal by the competent authority.
 - d. Notwithstanding anything contained herein above, the services of the candidate maybe terminated at any time if the candidate is found to be guilty of insubordination, or other misconduct as per the Assam Civil Services Discipline & Appeal Rule or of any breach or nonperformance.
 - e. Candidate may resign at any time by submitting 15 (fifteen) working days advance written notice to the competent authority.
 - f. The tribunals and courts in Guwahati will have the exclusive jurisdiction in respect of all matters pertaining to contractual agreement between the Authority and the Candidate.

8. Remuneration:

- a. As full consideration for the services performed, an amount of Rs. 20,000/-will be paid as a package.
- b. In case of official travel outside the duty station, he/she will be guided by the rules of entitlement as laid down in the Administrative and Financial Rules.

9. Duties and Responsibilities:

- a. The Jr. Accounts Assistant will be posted at Guwahati to work with the Assam Police Housing Corporation Ltd (APHCL) under the direct supervision of the Chief Accounts Officer, APHCL and perform the following duties:
- b. Dealing with all accounts matter.
- c. Checking/processing of work bills as per PWD work accounts, preparation of memorandum of payments and maintenance of records thereof.
- d. Maintaining cashbooks, ledger books and other accounts related records
- e. All tax matters including computation of taxes owed and preparation of tax returns, ensuring compliance with payment, reporting and other tax requirements.
- f. Compilation of all fund details statement and establishing tables of accounts and assigning entries to proper accounts
- g. Maintaining all receipt & payment records
- h. Develop, maintain, and analyze budgets, preparing regular periodic reports that compare budgeted costs, to actual costs.
- i. Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
- j. Any other duties and responsibilities that may be assigned from time to time

10. Leave: The Candidate will be entitled to 12 days Casual Leave in a calendar year. Leave on medical ground will be considered with a maximum limit of 15 (fifteen) days subject to submission of medical certificate and verification from the competent authority of APHCL.

11. Income Tax: Income Tax will be applicable as per Rules.
